



MINUTES OF THE MEETING OF THE WATLINGTON PAVILION AND SPORTS FIELD COMMITTEE HELD ON MONDAY 21ST NOVEMBER 2016 AT 8PM IN THE SPORTS PAVILION

Present

Parish Council members: Ian Hill, Roger Beattie, Jon Lorimer, Nicky Smallbone

Cricket Club representatives:

Football Club representatives: Keith Woolfson, Paul Griffiths

In Attendance: Watlington Sports club (provisional) Matt Reid

34/16 Apologies for absence

Owen Lewis, Neil Boddington.

35/16 To approve the Minutes of the meeting held on Monday 29th September 2016 - attached

Resolved: That the minutes from the above meeting be agreed as a correct record and that they be signed by the Chairman.

36/16 Matters arising (not included elsewhere in the Agenda)

Environment Agency – Permit to Discharge – The Clerk reported that NS has as been going through the O and M Manuals and noticed that this permission will run out in November 2016. We will need to re-apply for this and KT has the forms. This will cost £125.00.

37/16 Progress report from Sports Clubs – Report on progress with agreements between the Watlington Sports Club and WTFC and WCC, especially with regard to operation of the bar (WTFC and WCC representatives)

There is to be a potential Sports Club EGM on 27th November 2016. There has been a query raised about the procedure of auditing the bar accounts and a new process/protocol is to be implemented for future years. A discussion on how to increase community participation in Sport will also be on the agenda. IH said that we do need to see the Bar Accounts.

38/16 Stewardship Agreements

These still need to be signed by WTFC and WCC. The Cricket Club have sent an email that they are happy to sign the agreement. With regard to the split of the utility bills between WTFC and WCC KW said that he had worked out some figures and looked at the amount of useage and said that they should be split 50/50. KW brought up a number of clauses that the WTFC wished to be added and after discussion it was agreed to one extra clause being inserted which will state that 'all facilities provided in the pavilion are to be kept in good order'. IH to insert appropriate wording into the agreement to state this. With this extra clause WTFC said that they would be happy to now sign it. The Clerk will send out the revised agreements to WTFC and WCC.

39/16 Budget 2016/17 –

a. **Budget proposed in December 2016 has not yet been accepted by the clubs.**

Budget Update to the 21/10/2016 is shown overleaf:

PAVILION AND SPORTS FIELD COMMITTEE

2016/2017 Budget	Budget	Actual Budget Excl VAT
Pavilion and Sports Field	<u>2016/2017</u>	21/10/2016
EXPENDITURE		
Pavilion Security + Phone	1500	492
Pavilion Insurance (wpc)	1000	1000
Water for Pavilion	700	209
Electricity for Pavilion	850	437
Gas for Pavilion and Boiler Main	800	658
Building Maintenance/supplies	750	773
Sports Field Rent(wpc)	5000	5000
Repairs to Outside of Pavilion (WPC)	300	0
Business Rates PSFC	360	358
Cleaning	1000	500
PFS Licence to May 2015 (1/3)	80	80
Premises/Bar License	0	0
TV License 1/3rd Cost	50	50
Planned Maintenance (earmarked)	500	
Sinking Fund to earmarked	625	
	13515	9557
INCOME		
RECEIPTS		
Pavilion Hire	1000	742
WTFC + WCC Energy	1600	0
WTFC and Rent, bus rates, TV and WCC PRF Licences	5200	2083
Youth Club	750	450
Scouts	0	0
WPC Sports Field Contribution	5000	5000
WPC Insurance Contribution	1000	1000
WPC Repairs to Outside of Pavilion	300	0
Cleaning	1000	750
Sinking fund		
Total	15850	10025
<i>Income minus expenditure</i>	<i>2335</i>	<i>468</i>

Bank Balance at 21/10/2016 is **£2036.07**

It was agreed that KT re-issue the invoice to the clubs for their share of the PRS license, TV license and the agreed proportion of the gas and electricity bills as per the Stewardship Agreement. KT to speak to OL and NB regarding this as they were unable to attend this meeting.

b. Discussion of how income for the PSFC can be improved

It was agreed that KT look into the cost of having an on-line diary for the Pavilion again.

c. Budget 2017/2018

This was discussed and it was agreed to ask the WPC for a grant of £6300.00

40/16 Maintenance Plan, Business Plan and Pavilion Development Plan –Update

a. Management structure for building care and maintenance

NS will draw up a list of maintenance items and email out to members. Each item can then be allocated to the relevant organisations who will deal with the specifics. It was agreed that it would be a good idea to have a workshop meeting to discuss this. NS will organise this.

Ian Hill will email the **Pavilion Maintenance Plan** to all members and will ask for comments on this and also on whether the costs he has put in are realistic.

b. Wi-Fi in the Pavilion

KT reported that there has been a mix up with the bills and has complained to BT who are looking into it. Discussion took place about security controls on the Wi-Fi with regard to young people. At present there are no filters on what information can be accessed and adding to this would be costly KW reported. It was thought that perhaps the Wi-Fi password should not be displayed prominently when there are young people using the building. IH/KW to investigate this issue and report back to the next meeting.

c. Location of Defibrillator outside Pavilion – KW will speak with Mark Carter and Owen Lewis on this and will send an email to all members. Once the location is agreed KT will arrange for the installation of this. KT to also ask Doreen Hobbs for her advice on the location as a First Responder.

41/16 Pavilion building issues

a. Cleaning and kitchen issues – WPC have employed a cleaner to do main hall/kitchen and toilet area. This was subject to matched hours by the Sports Sections – update. RB/NS will arrange for the freezer to be defrosted and will email out the date that this will be done.

b. Timers of boilers and boiler service /electrical works

IH will have a look at the boiler timers. It was noted that the showers are only needed on a Saturday for the Football Season. The two leaks are being sorted out by Anders Heating who will also do the annual boiler service next week.

c. Maintenance issues

Shower Heads – RB managed to source the O-Rings needed for these and he has sorted out all the shower heads in the changing rooms used by WTFC. It was noted that the shower heads should be cleaned more regularly.

Curtains in the Main Room – NS said that she has looked at cleaning the curtains and also the cost of buying new curtains and poles. It was agreed that a working party to look at improving the main room be set up. NS will organise a meeting with all interested in being on this.

d. Any other issues

Extra Container – RB asked about the possibility of getting another small container for WCC to be put next to the existing Youth Club one. This was agreed and RB/IH to look into this and also to see if Planning Permission would be needed. It will be put on WPC land.

Football Brush Cleaner – WTFC will be putting a new one in and RB suggested a new location of having it on the field side of the fence.

O&M Manuals – There were 4 folders handed over on completion of the Pavilion. There are only 3 in the Office. The missing one was the one with information on showers etc. It would be very useful if we could find this file. Bob Thomas has looked in the loft and boiler room of the Pavilion but has not found it.

42/16 Sports Field issues

a) **Cars on Sports Field** – A fence has been installed to stop cars accessing the pitch.

43/16 Health and safety issues

a) **Legionnaires Disease** - a draft risk assessment had been done by IH and was given to all members. IH reported that only the showers would be an issue as these are the only things that water would maybe stagnate. If these have not been used for a while they will need to be run for a few minutes before being used. This could also be done by running the water in the wash basins.

44/16 General Issues

a) **Container Alarm** – Not discussed.

b) Car Park – KT awaiting final plan from KW to give to the Operations Committee.

c) Oxfordshire 2016 Football Foundation Support Day – 19th October 2016.

This went well and it was attended by Matt Reid, Nicky Smallbone, Paul Griffiths, and Keith Woolfson. IH to send the information needed to the Football Foundation and this was agreed by WTFC. The FF will come back next year for a meeting.

45/16 Dates of Meetings in 2017 – Day and frequency of meetings to be agreed.

It was agreed that meeting be scheduled in for every two months and that they are held on a Monday. KT will send dates out once the Calendar of Meetings 2017 is finalised.

46/16 Any Other Business

PG said that there had been a car incident on the Sports Field and that the WTFC were dealing with it. This was noted.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.50PM